

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [last working day, typically two weeks from the date above].

This decision was not easy, as I have greatly enjoyed working with you and the team. However, due to personal circumstances, including a relocation, I must step down from my role.

I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities during my remaining time at the company. Please let me know how I can assist in this process.

Thank you for the support and opportunities I have received during my time at [Company's Name]. I am grateful for the experiences I have gained and the relationships I have built.

Sincerely,
[Your Name]